



Bulletin: OCFO 08-05

Date: August 7, 2008

To: USDA Agencies

Subject: Entering and Editing Purchase Card Management System (PCMS) Documents in the Document Suspense Index 1 (SUSF) Table

## PURPOSE

The purpose of this bulletin is to provide guidance to USDA agencies for editing Purchase Card Management System (PCMS) documents in the Foundation Financial Information System (FFIS) Document Suspense Index 1 (SUSF) Table.

## BACKGROUND

Agency personnel are making specific field changes to PCMS (V5, V8) documents in FFIS causing rejects to occur in the FFIS-PCMS Interface (backfeed process). While it is possible that these field changes may or may not have an impact in FFIS, they do adversely impact PCMS. To help eliminate document rejections from occurring, see procedures below.

Accepted FFIS documents that reject when processed through the FFIS-PCMS Interface appear on the PCMS6701 (PCMS Reject Report). These rejected documents stay locked indefinitely in PCMS. As a result, the PCMS cardholder is unable to make post-payment adjustments in PCMS for any PCMS-rejected transactions. When a transaction is locked in PCMS, the only resolution is to coordinate corrective action by a system developer. To accomplish this, the agency must submit a Remedy ticket with sufficient information relative to the cause of the locked transaction to justify the corrective action.

## PROCEDURES

To avoid rejected documents being locked in PCMS, it is important to remember the following when editing PCMS documents:

- Line numbers should be 3-position, consecutive numbers beginning with 001.
- All Reversal Lines should be grouped together and appear first, followed by all Reposting Lines.
- Budget Object Class (BOC) should always be a 4-position numeric field.
- The Transaction Type field should not be modified.
- Reposting Lines of a PCMS document should always reflect valid agency-specific accounting and not the PCMS Clearing Account.
- The Amount field must have a decimal point.
- The Increase/Decrease indicator field should not be changed or deleted.

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**Note:** Failure to follow these procedures will cause the transaction to appear on the PCMS6701 (PCMS Reject Report) and be indefinitely locked in PCMS requiring corrective action by a system developer.

## **INQUIRIES**

Any questions concerning this bulletin should be directed to Louis Butler at (504) 426-5619.

## **EFFECTIVE DATE**

This bulletin supersedes FFIS Bulletin 02-1, Entering and Editing Purchase Card Management System (PCMS) Documents in the Document Suspense Index 1 (SUSF), dated February 22, 2002, and is effective immediately.

/s/

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